

Explanation of Management Fee

Internal support to conduct program – rationale for initial quote:

<u>Name</u>	<u>Title</u>	<u>Percentage of Time Spent</u>
C. Belmore	VP	20%
D. Leupi	Sr. Dir.	30%
S. Weeks	Dir.	100%
D. Houston	Acct. Mgr.	100%
TBD	Acct. Coord.	100%
P. Sibila	Proj. Admin.	100%
R. Czerwinski	Accounting	75%
Multiple	Acctg. Asst.	50%
H. Gaecke	Staffing/QuickStrike	10%
S. Schmidt	Staffing Asst.	20%
Multiple	Tax & Lic. Admin.	10%
Multiple	Travel Exp. Rptg.	40%

Adjustments made for revised quote:

- D. Leupi has been removed from this program.
- Percentage of S. Weeks time is changed to 80%.
- TBD coordinator adjusted to 70% of time spent on program.

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Non-billable overhead and administration includes:

- Senior Management
- Building Rent and Utilities
- All Furniture and Fixtures
- Receptionist, Office Manager
- Accounts Receivable, Accounts Payable, General Accounting
- General Office Maintenance and Supplies
- Computer Equipment, Maintenance & Support
- Communications Management – pagers, calling cards, cell phones
- Human Resources
- Payroll
- Insurance Management
- Purchasing & Procurement Services
- Vehicle/Fleet Management (leasing, drop-off, insurance, fuel cards, etc.)
- Expenses Related to General and Administrative Personnel (non-billable)

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